

**United States Bankruptcy Court
Southern District of Mississippi**

Electronic Case Filing Guide for Limited Users

April 1, 2016

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Section 1

Introduction

This manual provides instructions on how to use the Case Management/Electronic Filing System (ECF) to file documents with the court or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Microsoft Internet Explorer or Mozilla Firefox, and a Portable Document Format (PDF) program (e.g., Adobe Acrobat), as well as their word processing software and file management.

Assistance

The court's operating hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. For help regarding pending cases, contact the Case Administrator assigned to the case. Case Administrator assignments may be found on the court's website (www.mssb.uscourts.gov) under the tab Contact Us > Contact Information.

Resources (www.mssb.uscourts.gov)

Electronic Case Filing tab:

Guides available for download:

- Administrative Procedures for Electronic Case Filing
- ECF e-Orders Attorney Guide
- ECF Attorney Guide
- ECF Limited User Guide
- ECF Docketing Guide – Transcribers
- Email Notification to Debtors

Additional Filing Resources:

- ECF Login
- Public Access
- ECF Registration
- ECF Docketing Guide
- Procedural Flowcharts
- Emergency Filing Procedures
- ECF e-Orders Materials

Contact Us tab:

Contact Information:

- Case Administrator by Chapter & Digits
- Adversary Case Administrators & Chambers Staff
- Supervisors & Administrative Staff

ECF System and PACER System

Electronic Filing System (ECF) allows registered users to perform the following functions:

- File documents in cases electronically
- Maintain user account information

Public Access to Court Electronic Records (PACER) system provides registered PACER users access to:

- Query and Report features in ECF system
- View and print documents filed in the ECF system

To register for a PACER account, contact the PACER Service Center at (800) 676-6856 or online at www.pacer.gov for additional information.

Hardware and Software Requirement

The hardware and software needed to file, view, and retrieve case documents electronically are:

- A personal computer running a standard platform such as Windows or Macintosh operating system;
- An Internet service provider;
- Microsoft Internet Explorer version 7 or 8;
- Firefox 3.5;
- A word processing application such as WordPerfect or Microsoft Word;
- Portable Document Format (PDF) software (such as Adobe Acrobat) to convert documents from the word processor format to PDF;
- Adobe Acrobat Reader, which is available for free, for viewing PDF documents; and,
- A scanner to convert paper documents to electronic format.

ECF Registration

To utilize the ECF system fully, users must be registered to use both the court's ECF and the PACER system. Users with an existing PACER account may continue to use it and need only register with the court to use ECF.

Users must register with the court to receive a login and password for the ECF system by completing the registration form available for download from the court's website (www.mssb.uscourts.gov), and either emailing the signed form to MSSB_IT@mssb.uscourts.gov, or by mailing or hand delivering the form to:

Mailing Address:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Attention: ECF Registration
P. O. Box 2448
Jackson, MS 39225-2448

Physical Location:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Attention: ECF Registration
501 E Court Street, Suite 2.300
Jackson, MS 39201

Mailing Address & Physical Location:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Attention: ECF Registration
Dan M. Russell, Jr. U.S. Courthouse
2012 15th Street, Suite 244
Gulfport, MS 39501

ECF Account Information

Registered users are responsible for updating their mailing addresses and email addresses on-line through the ECF system. (See [Section 6 Utilities, Maintain Your ECF Account](#).)

Passwords

The court will assign each registered user a system password. Users may change their password. The password is case sensitive, and must have a minimum of eight characters, including upper and lower case characters and one number or special character (e.g. !@#%\$). Once registered, the user is responsible for all documents filed with his/her password.

Documents Filed in Error

A document incorrectly filed in a case may result from:

1. Posting the wrong PDF file to a docket entry;
2. Filing documents in the wrong case;
3. Selecting the wrong event.

Once a document is submitted electronically, it becomes part of the court file, and corrections may be made only by the Court and/or the Clerk's office. The system will not permit the filing party to make changes to the document(s) or docket entry once the transaction has been accepted, and the filer should not attempt to re-file the document(s).

As soon as possible after an error is discovered, the filing party should contact the Case Administrator assigned to the case in the Clerk's office, (601) 608-4600 for Jackson and (228) 563-1790 for Gulfport, with the case number and document number for which the correction is being requested. A complete list of Case Administrator assignments can be found on our website at www.mssb.uscourts.gov under Contact Us > Contact Information. If appropriate, the Clerk's office will make an entry on the docket indicating that the document was filed in error, or otherwise describing the error. The Clerk's office will inform the filing party of the corrective steps which need to be taken to correct the error.

Signatures

Pursuant to Miss. Bankr. L. R. 9011-1, the user's name under whose login and password the document is submitted must be displayed as an image of a signature or by a "/s/" and typed in the space where the signature would otherwise appear (e.g., /s/ Jane Doe).

Documents filed that require an original signature under any rule or statute must be filed electronically, with originally executed copies maintained by the ECF filer for one year after the case is closed in the bankruptcy court.

CM/ECF System Access

Users may access the system via the Internet (<https://ecf.mssb.uscourts.gov>), or the Court's website (www.mssb.uscourts.gov) by selecting the menu headings Electronic Case Filing> ECF Login.

Section 2

Logging into ECF

Go to: <https://ecf.mssb.uscourts.gov>

Click the ECF hyperlink: Southern District of Mississippi - Document Filing System

 <p>Welcome to the U.S. Bankruptcy Court for the Southern District of Mississippi</p> <p>Southern District of Mississippi - Document Filing System</p> <p>There are no special notices at this time.</p> <p>24February2012 Court Information</p>

CM/ECF Filer or PACER Login

CM/ECF Filer or PACER Login	
Notice This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.	
Instructions for viewing filed documents and case information: If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://www.pacer.gov .	
Instructions for filing: Enter your CM/ECF filer login and password if you are electronically filing something with the court.	
Authentication Login: <input type="text"/> Password: <input type="password"/> Client code: <input type="text"/>	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037 . This requirement applies to all documents, including attachments. <input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.
<input type="button" value="Login"/> <input type="button" value="Clear"/>	
Notice An access fee of \$0.10 per page or \$2.40 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.	
CM/ECF has been tested and works correctly with Firefox 3.5, Internet Explorer 7 and 8.	

Remember: Enter your ECF login and password to file documents in a case. Do not enter a Client code.

Enter your PACER login and password to view or print a document from a case. You may enter your PACER client code to organize your PACER monthly bills.

Enter your ECF login and password in the appropriate fields (*login and passwords are case sensitive*).




Next to the login and password fields, read the redaction notice; check the box acknowledging you understand the redaction rules and you have read the notice; click Login.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

Authentication Login: <input type="text" value="cmderouen"/> Password: <input type="password" value="*****"/> Client code: <input type="text"/>	IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; and financial account numbers, in compliance with Fed. R. Bankr. P. 9037 . This requirement applies to all documents, including attachments. <input checked="" type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.
---	--

CM/ECF Menu Bar

ECF provides the following features that are accessible from the ECF blue main menu bar at the top of the screen.

 Bankruptcy ▾ Adversary ▾ Query Reports ▾ Utilities ▾ Search Logout 	
Bankruptcy:	File a claim and other creditor-related documents in a bankruptcy case electronically.
Adversary:	No options available for Creditors.
Query:	Search by specific case number, party name, Social Security number or tax I.D. and to retrieve documents that are relevant to the case. <i>ECF redirects you to the PACER login page.</i>
Reports:	Retrieve claims registers. <i>ECF redirects you to the PACER login page.</i>
Utilities:	View your ECF account information and maintain your ECF account information.
Search:	Search Menus and Events by entering key words.
Logout:	Exit from ECF. <u>ALWAYS</u> log out after completing a session.
	Clicking the help icon will display a help box with additional information for the particular screen you are viewing.

Section 3

Common Filings

Proof of Claim

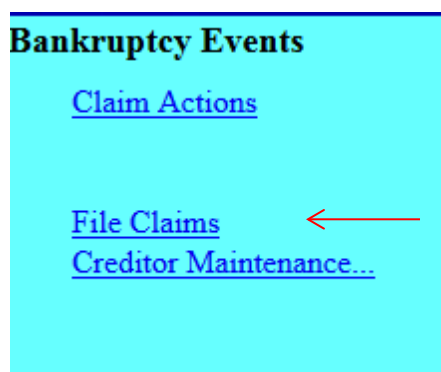
A proof of claim filed by a creditor that designates a mailing address constitutes a filed request to mail notices to that address. *Fed. R. Bankr. P. 2002(g)(1)(A)*

Step 1 Log into ECF. See [Section 2](#)

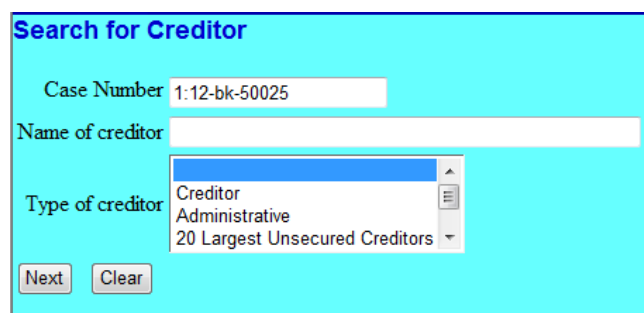
Step 2 From the main menu bar click **Bankruptcy**



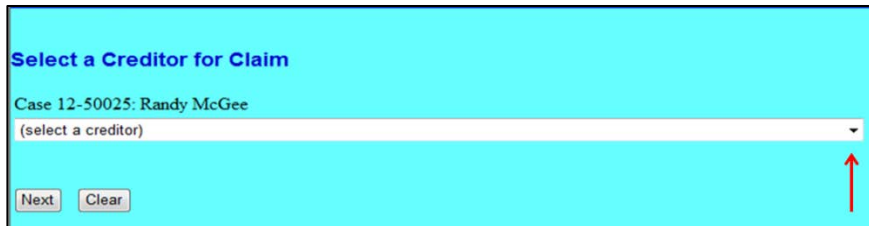
Step 3 Click **File Claims**



Step 4 **Search for Creditor:** Enter the case number, name of creditor, and choose the type of creditor. For a list of all the creditors, leave the **Name of creditor** and **Type of creditor** fields blank; click **Next**.

The image shows a screenshot of the 'Search for Creditor' form. The form has a light blue background. At the top, the title 'Search for Creditor' is in bold black text. Below it, there are three input fields: 'Case Number' with the value '1:12-bk-50025', 'Name of creditor' which is empty, and 'Type of creditor' which is a dropdown menu. The dropdown menu is open, showing three options: 'Creditor', 'Administrative', and '20 Largest Unsecured Creditors'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

- Step 5 **Select Creditor:** Click the down arrow to view all creditors that have been added to that case. Click the creditor for which you are filing this claim; click **Next**.

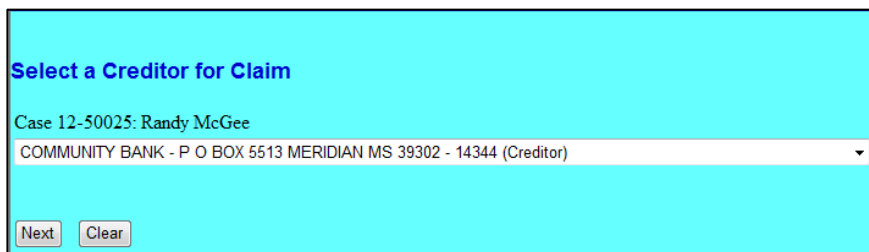


Select a Creditor for Claim

Case 12-50025: Randy McGee

(select a creditor)

Next Clear



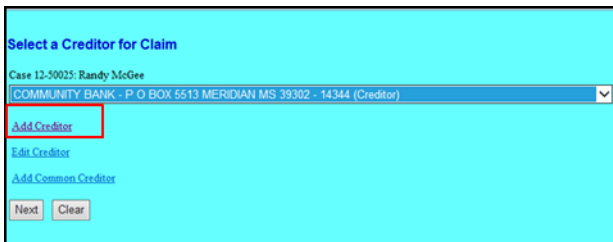
Select a Creditor for Claim

Case 12-50025: Randy McGee

COMMUNITY BANK - P O BOX 5513 MERIDIAN MS 39302 - 14344 (Creditor)

Next Clear

If the creditor's name or address **is not** listed **exactly** as it appears on your proof of claim, click **Add Creditor**. (See 5a to add a creditor).



Select a Creditor for Claim

Case 12-50025: Randy McGee

COMMUNITY BANK - P O BOX 5513 MERIDIAN MS 39302 - 14344 (Creditor)

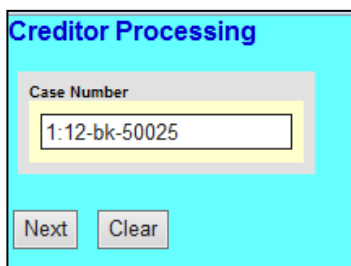
Add Creditor

Edit Creditor

Add Common Creditor

Next Clear

- Step 5a On next screen enter case number, click **Next**.



Creditor Processing

Case Number

1:12-bk-50025

Next Clear

Enter the Creditor's name (from claim form Part 1 Line 1). Below the creditor's name enter the **noticing** information (from claim form Part 1 Line 3) and click **Next**.

Creditor information added to the case

Case 12-50025 already contains creditors!

Case number 12-50025 Randy McGee
Name may be 50 characters. Address may be 5 lines, 40 characters each. More than one creditor may be entered. Separate creditors with a blank line.

Name and Address
 Community Bank
 Ridgway & Associates
 P.O. Box 0090
 Gulfport, MS 39225

Creditor type Creditor

Creditor committee ☒ No ☐ Yes Entity ☐

Next Clear

Claim information provided on claim

Part 1: Identify the Claim

1. Who is the current creditor? Community Bank
 Name of the current creditor (the person or entity to be paid for this claim)
 Other names the creditor used with the debtor

2. Has this claim been acquired from someone else?
☒ No
☐ Yes. From whom?

3. Where should notices and payments to the creditor be sent?
 Where should notices to the creditor be sent?
 Ridgway & Associates
 Name
 P.O. Box 0090
 Number Street
 Gulfport MS 39225
 City State ZIP Code

Click **Submit** on the next screen to add the creditor.

Add Creditor(s)

Total Creditors Entered 1

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Submit

The Creditors Receipt screen appears; select **File A Proof Of Claim**.

Creditors Receipt

Case Number	1:12-bk-50025
Total Creditors Added to Database	1

[File A Proof Of Claim](#)
[Return To Creditor Maintenance Menu](#)

At the next screen (Search for a Creditor) verify case number; click Next

Step 6 **Select Creditor:** Select the creditor for which you are filing this claim and click **Next**.

Select a Creditor for Claim

Case 12-50025: Randy McGee

Community Bank - Ridgway & Associates P.O. Box 0090 Gulfport, MS 39225 - 16412 (Creditor)

[Add Creditor](#)

[Edit Creditor](#)

[Add Common Creditor](#)

Creditor Verification screen. A dialog box appears asking if the selected creditor is correct, click **Yes**.

No claims have been filed on behalf of creditor

Community Bank
Ridgway & Associates
P.O. Box 0090
Gulfport, MS 39225

Is this the correct creditor?

Proof of Claim Information screen. Enter the information that is provided on the claim; click **Next**.

Proof Of Claim Information For
16412 - Community Bank
Ridgway & Associates
P.O. Box 0090
Gulfport, MS 39225

Case Number: 12-50025 Amends Claim #: Filed By: Creditor

Last Date To File: Date Filed: 03/29/2016

Last Date To File(Govt):

Claimed		
Amount Claimed <small>Enter the total amount of claim as of Date Case Filed (incl. interest, priority, general secured & unsecured)</small>	Secured <small>If all or part of your claim is secured, enter the secured amount (Set 4 on claim)</small>	Priority <small>If all or part of your claim is related to priority, enter the priority amount (Set 3 on claim)</small>

Allowed		
Amount Allowed	Secured	Priority

Description: _____

Remarks: _____

Amend options: ☐ Clear Amounts, Description, and Remarks ☐ Clear Description/Remarks ☐ Clear All Amounts

Amends Claim #: When filing an amended claim, click **Find** to display filed claims. To view the creditor's address hover the cursor over the creditor's name or claim; select the creditor by name or claim number. The values from the original claim will populate on the next screen; update the information provided on the amended claim.

Filed by: Select the type of person filing the claim.

Claimed: Enter the appropriate amounts.

Description: Enter a short description of the claim (*optional*).

Remarks: Enter a remark (*optional*).

Amend options: Click a radio button to clear the values.

- Step 7 On the next screen, click *Browse* and attach the PDF document of the proof of claim. If there are no additional attachments click **Next**. (See Step 7a to add attachments).

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are uploading.

- Step 7a *Attachments to Document*. If there are additional attachments click the **Yes** radio button; then **Next**.

- 1) Browse and select the PDF document for the additional attachment.
- 2) Select a *Category* from the drop down list and/or input a description in the *Description* field.
- 3) Click *Add to list*. Repeat the process for additional attachments and click **Next** when all attachments are uploaded.

- Step 8 **Notice of Electronic Claims Filing** screen: Provides a link to the document, case docket, and claims register.

U.S. Bankruptcy Court [TRAIN]
Southern District of Mississippi

Notice of Electronic Claims Filing

The following transaction was received from Derouen, Collette on 3/29/2016 at 12:35 PM CDT

[File another claim](#)

Case Name: Randy McGee
Case Number: [12-50025](#)
Creditor Name: Community Bank
Ridgway & Associates
P.O. Box 0090
Gulfport, MS 39225
Claim Number: § [Claims Register](#)
Amount Claimed: \$500.00
Amount Secured:
Amount Priority:

The following document(s) are associated with this transaction:

12-50025 Notice will be electronically mailed to:

12-50025 Notice will not be electronically mailed to:

Citibank
,"

Citizens Bank
Post Office Box 829
Columbia, MS 39429

Attorney Htwo on behalf of Debtor Randy McGee
,"

MONEY NOW GPT
412-A PASS RD
GULFPORT,

Money Now
10068 Central Ave.
D'Iberville, MS 39540

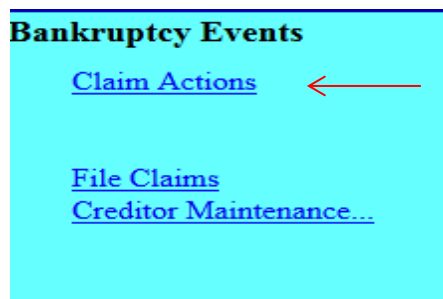
Zane Woodring
Woodring, Kraft & Miller
142 E. Milk Street
Boston, MA 02144

Withdrawing a Proof of Claim

- Step 1 Log into ECF. See [Section 2](#)
Step 2 From the main menu bar click Bankruptcy



- Step 3 Under Bankruptcy event category select **Claim Actions**



- Step 4 Input Case Number, click **Next**

A screenshot of the 'File a Claim action' form. The title 'File a Claim action' is at the top in bold blue text. Below it is a section titled 'Case Number' in bold black text. Under this title is a text input field containing the case number '1:12-bk-50050'. Below the input field are two buttons: 'Next' and 'Clear'.

Step 5 Select Withdrawal of Claim; click **Next**.

File a Claim action

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove)
Notice of Mortgage Payment Change (No Proof of Claim Filed)	Withdrawal of Claim
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Notice of Postpetition Mortgage Fees, Expenses, and Charges (No Proof of Claim Filed)	
Objection to Claim	
Objection to Transfer of Claim	
Reaffirmation Agreement	
Reaffirmation Agreement Cover Sheet	
Reclassify Claims	
Response to Notice of Final Cure Payment Rule 3002.1	
Response to Notice of Final Cure Payment Rule 3002.1 (No Proof of Claim Filed)	
Satisfaction of Claim	
Transfer of Claim (no Waiver)	
Transfer of Claim (with Waiver of Notice)	
Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges	
Withdrawal of Claim	

Step 6 Click **Next** twice

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

→

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select any additional attorney(s)

Derouen, Collette [Debtor]
Test, Attorney [Creditor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

→

Pop up dialog box appears, stating you have not selected an attorney, click **OK**, then Next.



Step 7 Select the creditor that filed the original claim and click **Next** or click **Add/Create New Party**.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select the Party:

Desacone, Albert [Debtor] [Add/Create New Party](#)

Lentz, Kimberly R. [Trustee]

Newton Used Cars, [Creditor]

Safeco, [Creditor]

Woodring, Zane [U.S. Trustee]

Next Clear

Add/Create New Party: Search for party name. If the creditor is not listed exactly as it appears on the original claim, click **Create a New Party**.

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Search Clear

Party search results

American Express

American Express Centurion Bank

Select name from list Create new party

Create a New Party. Enter the Creditor's name and address and select **Creditor (cr:cr)** from the Role pick list. Click **Submit**.

Party Information

Last name AMERICAN EXPRESS First name

Middle name Generation Title

SSN/ITIN 999-99-9999 Tax Id/EIN 12-1234567

Office Address 1 PO Box 981537

Address 2 Address 3

City El Paso State TX Zip 79998

County Country

Phone Fax

E-mail

Role Creditor (cr:cr)

Party text

Submit Cancel Clear Corporate parent / affiliate...

Step 8 Select the creditor; click **Next**

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select the Party:

AMERICAN EXPRESS, [Creditor] [Add/Create New Party](#)

Desacone, Albert [Debtor]

Lentz, Kimberly R. [Trustee]

Newton Used Cars, [Creditor]

Safeco, [Creditor]

Woodring, Zane [U.S. Trustee]

Next Clear

Click **Browse** and attach your PDF.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are uploading.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Filename

[Browse...](#)

Attachments to Document: ☒ No ☐ Yes

Next Clear

Select the claim you are withdrawing; click **Next**.

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpd, RlfStay, DEFER

Select claim(s) from list

Claims Selected: 1

Creditor name	Claim #	Amount claimed	Date filed
AMERICAN EXPRESS (14534)	1	\$32,561.00	04/10/2013
BANK OF AMERICA (14536)	3	\$189, (14534)	PO BOX 981537
CHASE (14537)	4	\$ El Paso TX 79998	

Next Clear

Step 9 Select **Withdrawn** from the pick list; click **Next**.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Claim No. 1:
Status

Allow
Amendment
Disallow
Expunge
Reclassify
Withdrawn

Select **Withdrawn** from the pick list.

Step 10 Review docket text and add any additional text as needed. If the docket text is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar. Click **Next** to continue.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpd, RlfStay, DEFER

Docket Text: Modify as Appropriate.

Withdrawal of Claim(s): 1 **Filed by Creditor AMERICAN EXPRESS.**

Final Docket Text. Review the Final Docket Text; click **Next**.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpd, RlfStay, DEFER

Docket Text: Final Text

Withdrawal of Claim(s): 1 Filed by Creditor AMERICAN EXPRESS.

Attention!! Submitting this screen commits this transaction. You will have

- Step 11 Notice of Electronic Claims Filing screen: Provides a link to the document and case docket.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Notice of Electronic Filing

The following transaction was received from entered on 4/10/2013 at 4

Case Name: Albert Desacone

Case Number: [12-50050-KMS](#)

Document Number: [8](#)

Docket Text:

Withdrawal of Claim(s): 1 Filed by Creditor AMERICAN EXPRESS.

Assignment/Transfer of Claim

- Step 1 Log into ECF. See [Section 2](#)
- Step 2 From the main menu bar, click **Bankruptcy**



- Step 3 Under Bankruptcy event category select **Claim Actions**

Bankruptcy Events

[Claim Actions](#) ←

[File Claims](#)

[Creditor Maintenance...](#)

Step 4 Select **Transfer of Claim (no Waiver)** when the agreement is not signed by the transferor and transferee or when a waiver is not attached.

Select **Transfer of Claim (with Waiver of Notice)** when transferor and transferee signed the transfer or when a signed waiver is attached to the transfer.

Click **Next**.

File a Claim action

12-50013 Joseph Wayne Sample and Sarah Lynn Sample

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpd

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)	Selected Events (click to remove events)
Certificate of Service (Use Only for Rule 3002.1 Events)	Transfer of Claim (no Waiver)
Creditor Request for Notices	
Notice of Change of Address	
Notice of Mortgage Payment Change	
Notice of Mortgage Payment Change (No Proof of Claim Filed)	
Notice of Postpetition Mortgage Fees, Expenses, and Charges	
Notice of Postpetition Mortgage Fees, Expenses, and Charges (No Proof of Claim Filed)	
Objection to Claim	
Objection to Transfer of Claim	
Reaffirmation Agreement	
Reaffirmation Agreement Cover Sheet	
Reclassify Claims	
Response to Notice of Final Cure Payment Rule 3002.1	
Response to Notice of Final Cure Payment Rule 3002.1 (No Proof of Claim Filed)	
Satisfaction of Claim	
Transfer of Claim (no Waiver)	
Transfer of Claim (with Waiver of Notice)	
Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges	
Withdrawal of Claim	

Next Clear

Step 5 Do not select an attorney; Click **Next**

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v
Assets: y Case Flag: CrsUpld

Select any additional attorney(s)

rice, tonya [Debtor]
rice, tonya [Joint Debtor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

Pop up dialog box appears, stating you have not selected an attorney, click **OK**.



- Step 6 **Select the Party:** Select the party filing the transfer of claim. If the party is not listed, select **Add/Create New Party**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpd

Select the Party:

ABC Rental, [Creditor]
Carr Fine Jewelry, [Creditor]
Portfolio Recovery, [Creditor]
Sample, Joseph Wayne [Debtor]
Sample, Sarah Lynn [Joint Debtor]
Woodring, Zane [U.S. Trustee]

[Add/Create New Party](#)

- Step 7 **Add/Create New Party:** Search for party name.
If the creditor is not listed exactly as it appears on your transfer of claim, click **Create new party**.

Search for a party

SSN / ITIN Tax ID / EIN

Last/Business name

First Name

Middle Name

Party search results

GE Capital, Becket & Lee

- Step 8 **Create a new party.** Enter the creditor's *name and address; select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

*always input the business name in the "last name" field.

Party Information			
Last name	GE Capital Retail	First name	
Middle name		Generation	
SSN/ITIN	999-99-9999	Tax Id/EIN	12-1234567
Office	ecoverly Management Systems	Address 1	25 SE 2nd Ave Suite 1120
Address 2		Address 3	
City	Miami	State	FL
County		Zip	33131
Phone		Country	
E-mail		Fax	
Role	Creditor (cr:cr)		
Party text			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Corporate parent / affiliate..."/>			

- Step 9 **Select the Party:** Select the party filing the transfer of claim, click **Next**.

File a Claim action:		
12-50013 Joseph Wayne Sample and Sarah Lynn Sample		
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpd	
<p>Select the Party:</p> <div> <div> GE Capital Retail, [Creditor] ABC Rental, [Creditor] Carr Fine Jewelry, [Creditor] Portfolio Recovery, [Creditor] Sample, Joseph Wayne [Debtor] Sample, Sarah Lynn [Joint Debtor] Woodring, Zane [U.S. Trustee] </div> Add/Create New Party </div>		
<input type="button" value="Next"/> <input type="button" value="Clear"/>		

- Step 10 Browse and attach the PDF document associated with the transfer of claim; click **Next**.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld

Filename
les\PDF Documents\Transfer of Claim.pdf

Attachments to Document: ☒ No ☐ Yes

- Step 11 Select the claim being transferred; click **Next**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld

Select claim(s) from list

Claims Selected: 3

Creditor name	Claim #	Amount claimed	Date filed
ABC Rental (14905)	1	\$500.00	05/06/2013
Carr Fine Jewelry (14188)	4	\$600.00	05/08/2013
Sallie Mae Servicing (14200)	3	\$25,000.00	05/08/2013
Smith's Goods (14906)	2	\$1,000.00	05/07/2013

Step 12 Select **Transferred** from the pick list; click **Next**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld

Claim No. 3: Status

- Amendment
- Disallow
- Expunge
- Reclassify
- Transferred**
- Withdrawn

Step 13

Transfer type. Select the Rule 3001 type from the Transfer of Claim.**Search for transferee.** Click **Search Creditors**, if the creditor is not listed exactly as you entered in Step 8 and as listed on the Transfer of Claim, select **Add New Creditor**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpd

Transfer type ☐ 3001 (e) 1 ☒ 3001 (e) 2 ☐ 3001 (e) 3 ☐ 3001 (e) 4

Search for transferee

Transferee selected GE Capital Retail,c/o Recovery Management Systems,25 SE 2nd Ave Suite 1120,Miami, FL 33131

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

Search for transferor

Transferor selected

Claim number

Add new creditor name and address
Name may be 50 characters. Address may be 5 lines, 40 characters each.

GE Capital Retail
c/o Recovery Management Systems
25 SE 2nd Ave Suite 1120
Miami, FL 33131

Step 14

Search for transferor. Click **Search Creditors**. Select the creditor/owner of the claim being transferred. (*Claim number appears at the end of the creditor's address*)

No search clues entered.

Select creditor

Citibank VISA,PO Box 198, Sioux Falls, SD 57188-1234
 Davis Department Store,PO Box 909, Portland, OR 87655
 Debbie's Catering,121 Augusta Lane, Suite 8, Park Ridge, IL 60356
 Don's Lawns,1340 Green Bay Road, Suite 963, Kenosha, WI 67896
 First City Bank,560 Michigan Avenue, Chicago, IL 60604
 GMAC Finance,1700 Greenbay Road, Wilmette, IL 63221
 Honda Finance,1323 Santa Vista, Orosi, CA 93647
 IRS,230 S. Dearborn St., Chicago, IL 60604
 Jan and Elwood Smith,230 S. Dearborn St., Chicago, IL 60604
 Minor Child,143 W Arthur Blvd., Chicago, IL 60657
Sallie Mae Servicing,P.O. Box 9532, Wilkes Barre, PA 18773-9532 (Claim # 3)
 Sallie Mae Servicing,P.O. Box 9532, Wilkes Barre, PA 18773-9532
 Smith's Goods,456 Oak Street, Mytown, MS 39001
 Smith's Goods,654 Pine Street, Yourtown, MS 39002 (Claim # 2)
 Smith's Goods,654 Pine Street, Yourtown, MS 39002

Select Close

The claim number automatically populates when the transferor is selected. Click **Next**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
 Assets: y Case Flag: CrsUpd

Transfer type ☐ 3001 (e) 1 ☒ 3001 (e) 2 ☐ 3001 (e) 3 ☐ 3001 (e) 4

Search for transferee Search Creditors Add New Creditor

Transferee selected GE Capital Retail,c/o Recovery Management Systems,25 SE 2nd Ave Suite 1120,Miami, FL 33131

Search for transferor Search Creditors

Transferor selected Sallie Mae Servicing

→ Claim number 3

Search for transferor Search Creditors

Transferor selected

Claim number

Search for transferor Search Creditors

Transferor selected

Claim number

Transfer More Claims

Next Clear

Step 15 Click **Next** to continue.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld	

Step 16 Final Docket Text. Review the Final Docket Text, click **Next** to continue.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld	

Docket Text: Final Text

Transfer of Claim (No Waiver) Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Fee Amount \$25 Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Filed by Creditor GE Capital Retail. (Hfifteen, Limited)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Step 17

Summary of current charges Screen: Screen displays a summary of current charges incurred. You may select **Pay Now** to pay or select **Continue Filing** to pay all incurred filing fees at the end of the day.

Note: Until all fees are paid, the "Summary of current charges" window will appear each time a document is filed.

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
 Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
 Assets: y Case Flag: CrsUpd

U.S. Bankruptcy Court [TRAIN]

Summary of current charges

Date Incurred	Description	Amount
2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims, trclmno] (25.00)	\$ 25.00
		Total: \$ 25.00

Pay Now Continue Filing

To pay now, check the box for the fee; click **Next**.

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims, trclmno] (25.00)	\$ 25.00

Next Clear

Click Pay Now.

Internet Payments Due

Date Incurred	Description	Amount
2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims, trclmno] (25.00)	\$ 25.00
		Total: \$25

Pay Now

See [Section 4 ECF Payment of Filing Fees](#) to review the process for paying filing fee online.

Step 18 Notice of Electronic Filing. Provides a link to the document and to the case docket.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld	

U.S. Bankruptcy Court [TRAIN]

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from entered on 5/8/2013 at 2:26 PM CDT and filed on 5/8/2013

Case Name: Joseph Wayne Sample and Sarah Lynn Sample

Case Number: [12-50013](#)

Document Number: [10](#)

Docket Text:
 Transfer of Claim (No Waiver) Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Fee Amount \$25 Transfer Agreement 3001 (e) 2 Transferor: Sallie Mae Servicing (Claim No. 3) To GE Capital Retail Filed by Creditor GE Capital Retail. (Hfifteen, Limited)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:Transfer of Claim.pdf
Electronic document Stamp:
 [STAMP bkecfStamp_ID=1059593727 [Date=5/8/2013] [FileNumber=76439-0] [41c54791898dc6c7fbd0f8593bf681f38826ef8d410dda9e2b246bc41ab7a18d81c4d20704a39e54f4d65a1908f5d2fc970c98e80dc1752684ae525284eb54f9]]

12-50013 Notice will be electronically mailed to:

tonya rice on behalf of Debtor Joseph Wayne Sample
 , bcecfdocs2@gmail.com,myecfmailtestutah@gmail.com

tonya rice on behalf of Joint Debtor Sarah Lynn Sample
 , bcecfdocs2@gmail.com,myecfmailtestutah@gmail.com

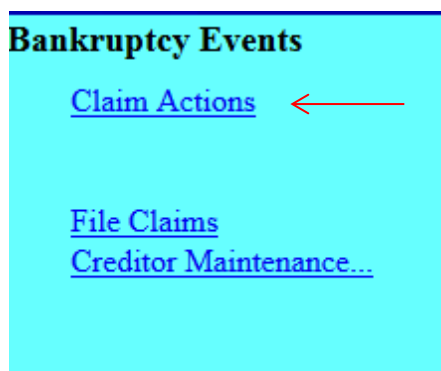
Reaffirmation Agreements

Step 1 Log into ECF. See [Section 2](#)

Step 2 From the main menu bar, click **Bankruptcy**



Step 3 Under Bankruptcy event category select **Claim Actions**



Step 4 Input Case Number, click **Next**

A screenshot of the 'File a Claim action' form. The title 'File a Claim action' is in bold blue text at the top. Below it is a 'Case Number' label above a text input field. The input field contains the text '1:12-bk-50050'. Below the input field are two buttons: 'Next' and 'Clear'.

Step 5 Select **Reaffirmation Agreement**; click **Next**.

ECF Bankruptcy Adversary Query Reports Utilities

File a Claim action

12-50050-KMS Albert Desacone

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpd, RlfStay, DEFER

Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

- Notice of Postpetition Mortgage Fees, Expenses, and Charges
- Notice of Postpetition Mortgage Fees, Expenses, and Charges (No Proof of Claim Filed)
- Objection to Claim
- Objection to Transfer of Claim
- Reaffirmation Agreement**
- Reaffirmation Agreement Cover Sheet
- Reclassify Claims
- Response to Notice of Final Cure Payment Rule 3002.1
- Response to Notice of Final Cure Payment Rule 3002.1 (No Proof of Claim Filed)
- Satisfaction of Claim
- Transfer of Claim (no Waiver)
- Transfer of Claim (with Waiver of Notice)
- Withdraw Notice of Postpetition Mortgage Fees, Expenses, & Charges
- Withdrawal of Claim

Selected Events (click to)

- Reaffirmation Agreement

Next Clear

Step 6 Click **Next**.

ECF Bankruptcy Adversary Query Reports Utilities

File a Claim action:

12-50050-KMS Albert Desacone

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpd, RlfStay, DEFER

Next Clear

Step 7 Do not select an attorney; click **Next**

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select any additional attorney(s)

Derouen, Collette [Debtor]
Test Attorney [Creditor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

Next Clear

Pop up dialog box appears, stating you have not selected an attorney, click **OK**.



- Step 8 **Select the Party:** Select the creditor/party filing the reaffirmation agreement. If the creditor/party is not listed, select **Add/Create New Party**.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select the Party:

Desacone, Albert [Debtor]
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Woodring, Zane [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

- Step 9 **Add/Create New Party:** Search for party name. If the creditor is not listed exactly as it appears on the reaffirmation agreement click **Create a New Party**.

Search for a party

SSN / ITIN

Last/Business name

First Name

Middle Name

Search Clear

- Step 10 **Create a new party.** Enter the creditor's *name and address and select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

*Always input the business name in the "Last name" field.

Party Information

Last name First name

Middle name Generation Title

SSN/ITIN Tax Id/EIN

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Role Party text

Submit Cancel Clear Corporate parent / affiliate...

Step 11 **Select the Party:** Select the creditor/party filing the reaffirmation agreement, click **Next**.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Select the Party:

Safeco, [Creditor]
Desacone, Albert [Debtor]
Lentz, Kimberly R. [Trustee]
Newton Used Cars, [Creditor]
Woodring, Zane [U.S. Trustee]

[Add/Create New Party](#)

Next Clear

Browse and attach the PDF document* associated with the reaffirmation agreement; click **Next**.

*A reaffirmation agreement cover sheet is required to be filed at the time the reaffirmation agreement is filed. The cover sheet may be included with the reaffirmation agreement PDF document as the first two pages or filed as an attachment to the reaffirmation agreement.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are filing.

File a Motion:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v Office: 1 (Gulfport Divisional Office)

Assets: n Judge: KMS Case Flag: CrsUpld, RlfStay

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

- Step 12 Refer to existing event(s): Check this box if this is an Amended Reaffirmation Agreement; click **Next**.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

☐ Refer to existing event(s)?

- Step 13 Enter the Creditor name and description of property being reaffirmed; click **Next**.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk Chapter: 7 v

Assets: n Judge: KMS

Enter Creditor Named in This Agreement:

Enter description of property:

- Step 14 **Is the Certification of Debtor's Attorney, Part IV, signed by the attorney for the debtor?** Review part IV and make the appropriate selection; click **Next**.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: ECF, Bankruptcy, Adversary, Query, Reports, and Utilities. Below this, the text "File a Claim action:" is displayed. The case details are shown as follows:

12-50050-KMS Albert Desacone		
Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER

The question "Is the Certification of Debtor's Attorney, Part IV, signed by the attorney for the debtor?" is displayed in red text. Below the question, there is a dropdown menu with "Yes" and "No" options, and a "Clear" button.

- Step 15 **Is there a Presumption of Undue Hardship?** Select Yes or No; click **Next**.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with links: ECF, Bankruptcy, and Adversary. Below this, the text "File a Claim action:" is displayed. The case details are shown as follows:

12-50050-KMS Albert Desacone	
Type: bk	Chapter: 7 v
Assets: n	Judge: KMS

The question "Is there a Presumption of Undue Hardship?" is displayed in blue text. Below the question, the text "Select from the pick list" is shown. There is a dropdown menu with "Yes" and "No" options, and a "Clear" button. A red arrow points to the "Yes" option in the dropdown menu.

- Step 16 Docket Text. Review the docket text. If any information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.

When filing an amended reaffirmation agreement select “**Amended**” from the drop down list. You may include any additional text in the text box; click **Next** to continue.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpd, RlfStay, DEFER

Docket Text: Modify as Appropriate.

Reaffirmation Agreement between Debtor and Safeco for: personal property

Safeco . (Creditor, Creditor)

Agreed
Alias
Amended
Emergency
Ex Parte
Expedited
Fifth
Final
First
Fourth
Interim
Intervenor's
Joint
Omnibus
Opposition
Proposed
Sealed
Second
Sixth

Final Docket Text. Review the final docket text; click **Next** to continue.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpd, RlfStay, DEFER

Docket Text: Final Text

Reaffirmation Agreement between Debtor and Safeco for: personal property Filed by Creditor Safeco.

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this su

Next Clear

Step 17 Notice of Electronic Filing screen: Provides a link to the document and to the case docket.

File a Claim action:

[12-50050-KMS Albert Desacone](#)

Type: bk	Chapter: 7 v	Office: 1 (Gulfport Divisional Office)
Assets: n	Judge: KMS	Case Flag: CrsUpld, RlfStay, DEFER

Notice of Electronic Filing

The following transaction was received from entered on 4/10/2013 at 3:17 PM CDT and filed on 4/10/2013

Case Name: Albert Desacone
Case Number: [12-50050-KMS](#)
Document Number: [7](#)

Docket Text:
Reaffirmation Agreement between Debtor and Safeco for: personal property Filed by Creditor Safeco.

The following document(s) are associated with this transaction:

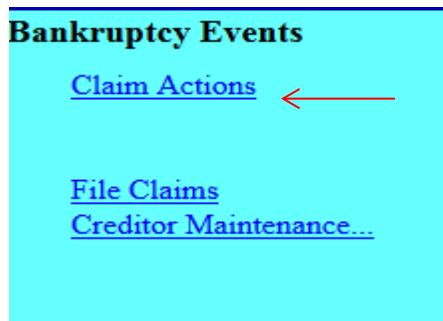
Document description:Main Document
Original filename:Test doc.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=4/10/2013] [FileNumber=76154-0]
[6d370c2514518b6bac3c20d55aa9af25eeeadf9fd1b0f37f8cad0f6f6293a8f1c82ff
fadc932ad125fc1aa3ed41bb1b293426a20f55058dc6d7cecee9ef07124]]

Creditor Request for Notices

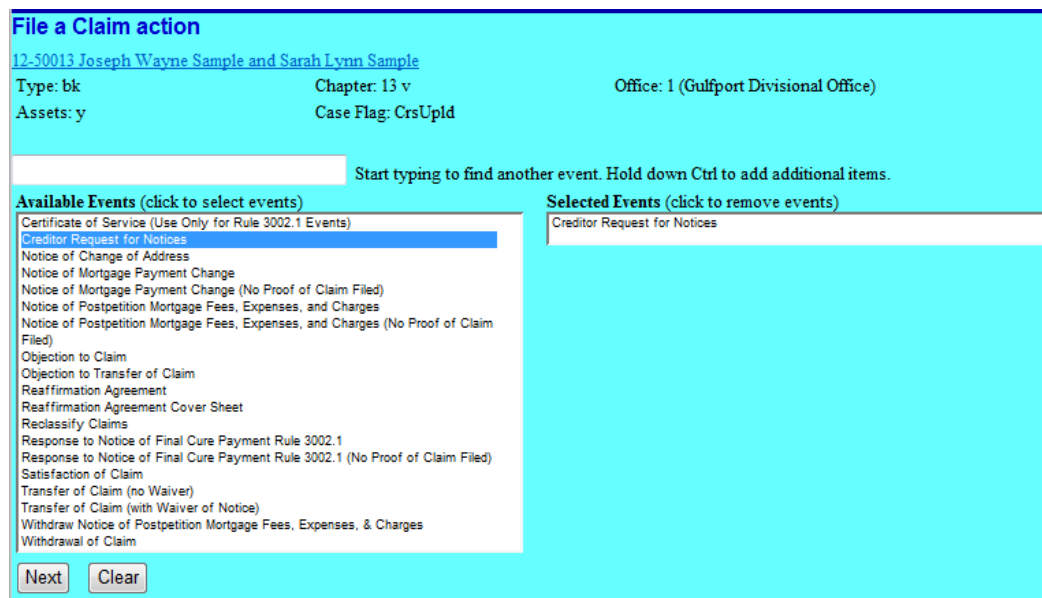
- Step 1 Log into ECF. See [Section 2](#)
- Step 2 From the main menu bar, click **Bankruptcy**



- Step 3 Under Bankruptcy event category select Claim Actions



- Step 4 Select **Creditor Request for Notices**; click **Next**.

The image shows the 'File a Claim action' screen. At the top, it says 'File a Claim action'. Below that, it shows the case number '12-50013 Joseph Wayne Sample and Sarah Lynn Sample'. To the right of the case number, it says 'Office: 1 (Gulfport Divisional Office)'. Below the case number, there are two fields: 'Type: bk' and 'Chapter: 13 v', and 'Assets: y' and 'Case Flag: CrsUpd'. Below these fields, there is a search bar with the text 'Start typing to find another event. Hold down Ctrl to add additional items.' Below the search bar, there are two columns of events. The left column is titled 'Available Events (click to select events)' and contains a list of events. The right column is titled 'Selected Events (click to remove events)' and contains one event, 'Creditor Request for Notices'. At the bottom of the screen, there are two buttons: 'Next' and 'Clear'.

Step 5 Click **Next**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld, REAF	

Do not select an attorney; click **Next**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

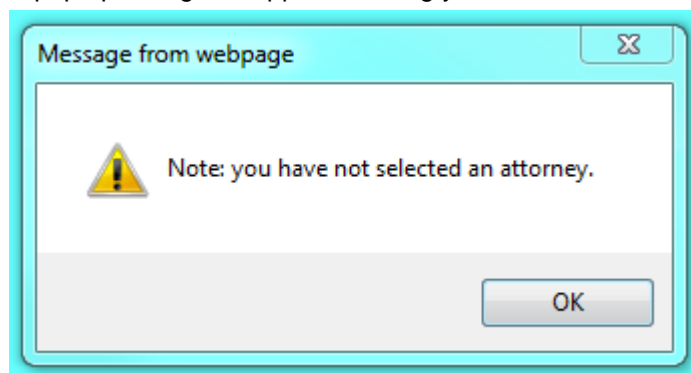
Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld, REAF	

Select any additional attorney(s)

rice, tonya [Debtor]
rice, tonya [Joint Debtor]

*Click an attorney to see the party s/he represents
[type of party shown in brackets]*

A pop up dialog box appears stating you have not selected an attorney; click **OK**.



- Step 6 **Select the Party.** Select the party filing the request for notices. If the party is not listed, select **Add/Create New Party**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld, REAF

Select the Party:

ABC Rental, [Creditor]
Carr Fine Jewelry, [Creditor]
GE Capital Retail, [Creditor]
Portfolio Recovery, [Creditor]
Safeco, [Creditor]
Sample, Joseph Wayne [Debtor]
Sample, Sarah Lynn [Joint Debtor]
Woodring, Zane [U.S. Trustee]

[Add/Create New Party](#)

- Step 7 **Add/Create New Party:** Search for party name. If the creditor is not listed exactly as it appears on the request click **Create a New Party**. Enter the creditor's name and address and select **Creditor (cr:cr)** from the Role pick list; click **Submit**.

Party Information			
Last name	Green Tree Servicing LLC	First name	
Middle name		Generation	
SSN/ITIN	999-99-9999	Tax Id/EIN	12-1234567
Office		Address 1	PO Box 6154
Address 2		Address 3	
City	Rapid City	State	SD
County		Zip	57709
Country		Country	
Phone		Fax	
E-mail			
Role	Creditor (cr:cr)		
Party text			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Corporate parent / affiliate..."/>			

Select the Party: Select the party filing the request; click **Next**.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk

Chapter: 13 v

Office: 1 (Gulfport Divisional Office)

Assets: y

Case Flag: CrsUpld, REAF

Select the Party:

- Green Tree Servicing LLC, [Creditor]
- ABC Rental, [Creditor]
- Carr Fine Jewelry, [Creditor]
- GE Capital Retail, [Creditor]
- Portfolio Recovery, [Creditor]
- Safeco, [Creditor]
- Sample, Joseph Wayne [Debtor]
- Sample, Sarah Lynn [Joint Debtor]

[Add/Create New Party](#)

- Step 8 Attach the PDF document associated with the request; click **Next**.

Note: Always review PDF documents before uploading in the system. The PDF should only contain the document you are uploading.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld, REAF

Filename

Attachments to Document: ☒ No ☐ Yes

- Step 9 Docket Text. Review the docket text; click **Next** to continue. If any of the information is not correct, abort the transaction by clicking on any option from the CM/ECF main menu bar.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld, REAF

Docket Text: Modify as Appropriate.

Creditor Request for Notices Filed by Creditor Green Tree Servicing LLC .
(Hfifteen, Limited)

- Step 10 Final Docket Text. Review the Final Docket Text, click **Next** to continue.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
Assets: y Case Flag: CrsUpld, REAF

Docket Text: Final Text

Creditor Request for Notices Filed by Creditor Green Tree Servicing LLC. (Hfifteen, Limited)

Attention!!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

- Step 11 Notice of Electronic Claims Filing screen: Provides a link to the document and to the case docket.

File a Claim action:

[12-50013 Joseph Wayne Sample and Sarah Lynn Sample](#)

Type: bk	Chapter: 13 v	Office: 1 (Gulfport Divisional Office)
Assets: y	Case Flag: CrsUpld, REAF	

U.S. Bankruptcy Court [TRAIN]

Southern District of Mississippi

Notice of Electronic Filing

The following transaction was received from entered on 5/8/2013 at 3:19 PM CDT and filed on 5/8/2013

Case Name: Joseph Wayne Sample and Sarah Lynn Sample

Case Number: [12-50013](#)

Document Number: [12](#)

Docket Text:
Creditor Request for Notices Filed by Creditor Green Tree Servicing LLC. (Hffiteen, Limited)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:Exhibits.pdf
Electronic document Stamp:
[STAMP bkecfStamp_ID=1059593727 [Date=5/8/2013] [FileNumber=76445-0] [b1f6143af835c316d30ee31ab5c514dbd823650da0254ff423898ccc4bdfbeb696bab1d58f67aa88ad3bf989d3c82dcd2efcd0c8c2eac431cd5479672eab0c0fb]]

12-50013 Notice will be electronically mailed to:

tonya rice on behalf of Debtor Joseph Wayne Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

tonya rice on behalf of Joint Debtor Sarah Lynn Sample
, bcecfdocs2@gmail.com;myecfmailtestutah@gmail.com

Section 4

ECF Payment of Filing Fees (Pay.gov)

Registered ECF Users must pay filing fees for all ECF transactions through Pay.gov, an online payment portal for public access to federal agency services.

Filing fees must be paid the same day the ECF filing transaction is submitted. If a registered ECF user's account balance is not settled by midnight, the ECF system will prevent the user from filing until the outstanding balance is paid.

Payment Process:

Summary of current charges Screen: Click Pay Now

File a Claim action:

12-50013 Joseph Wayne Sample and Sarah Lynn Sample
 Type: bk Chapter: 13 v Office: 1 (Gulfport Divisional Office)
 Assets: y Case Flag: CrsUpd

U.S. Bankruptcy Court [TRAIN]

Summary of current charges		
Date Incurred	Description	Amount
2013-05-08 14:28:16	Transfer of Claim (No Waiver)(12-50013) [claims, trclmno] (25.00)	\$ 25.00
		Total: \$ 25.00

Pay Now Continue Filing

Check the box for fees to pay; click **Next**.

Internet Payments Due

Select all

Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims, trclmno] (25.00)	\$ 25.00

Next Clear

Click **Pay Now**

Internet Payments Due		
Date Incurred	Description	Amount
2013-05-08 14:26:16	Transfer of Claim (No Waiver)(12-50013) [claims, trclmno] (25.00)	\$ 25.00
		Total: \$25
<input type="button" value="Pay Now"/>		

Step 1 – Online Payment Process

- Fields followed by an asterisk (*) are required.
- “Account Holder Name,” “Billing Address,” and “Zip Code” default to the user account information in ECF.
- Changing the information in any of these fields does not change the user’s ECF account.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$30.00

Billing Address: *


Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: * 

Card Number: * (Card number value should not contain spaces or dashes) *

Security Code: * [Help finding your security code](#) *

Expiration Date: / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- After entering the required information, click the “**Continue with Plastic Card Payment**” button. The “**Authorize Payment**” window will be displayed.

Step 2 – Authorize Payment

1. Payment Summary: Review information for accuracy. Click **"Edit this Information"** to make changes.
2. Email Confirmation Receipt (Optional): Enter an email address to receive confirmation receipt of payment. Enter the same email address in the "Confirm Email Address" field.
3. Authorization and Disclosure: Select the check box to authorize charges to your credit card.
4. Submit Payment: Click the **"Submit Payment"** button once. **Pressing the button more than once could result in multiple charges to your credit card.**

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this Information](#) 1

Address Information	Account Information	Payment Information
Account Holder Name: John Doe 1256 25th Billing Address: Street Billing Address 2: City: State / Province: MS Zip / Postal Code: 39226 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$30.00 Transaction Date: 03/12/2012 16:45 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: johndoe@gmail.com

Confirm Email Address: johndoe@gmail.com 2

CC:

Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ * 3

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

4

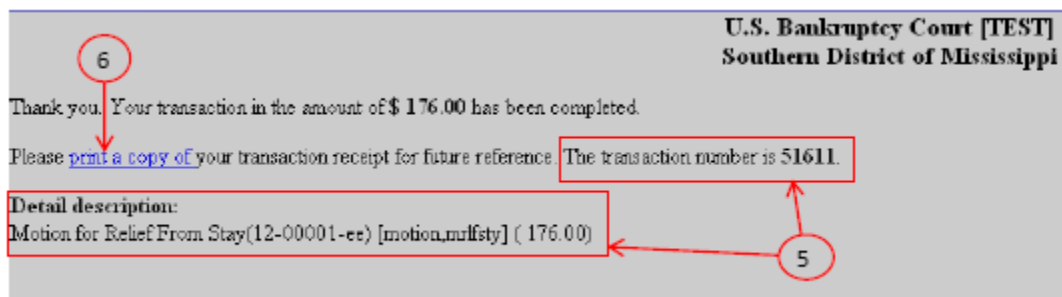
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

5. Payment Confirmation:

After the transaction has processed, a transaction confirmation screen will appear that provides the transaction number and description of the fee paid. ECF will automatically docket the filing fee receipt to the case docket.

6. Printing a Receipt:

The transaction screen has a link for printing the receipt. Printing a copy of the receipt for your records is recommended. If you provided an email address in the "Email Confirmation Receipt" section, you will receive a receipt via email from Pay.gov.



Section 5

Query

The Query function allows the user to view a variety of data categories and reports for individual cases, such as docket report, filers, or associated cases. Note: Searching by name is NOT case sensitive.

To enter a query, click **Query** from the ECF Menu bar.

ECF opens the PACER Login screen. You must enter your PACER login and password before ECF permits you to query the ECF database.

Note: Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents.

After you enter your PACER login and password, ECF opens a Query data entry screen.

The screenshot displays the ECF Query interface. At the top is a dark blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Search. Below this is a light blue header with the word "Query". A yellow warning banner states: "Warning: you will be billed for the total number of pages (this report is not subject to the 30-page limit on PACER charges)." The main area is a "Search Clues" form with various input fields: Case Number, Last / Business Name, First Name, SSN / ITIN, Type (dropdown), Filed Date (calendar), Last Entry Date (calendar), Middle Name, Tax ID / EIN, and checkboxes for Open cases and Closed cases. A "Nature of Suit" dropdown menu is open, showing options: 01 (Determination of removed claim or cause), 02 (Other (e.g. other actions that would have been brought in state court if unrelated to bankruptcy)), 11 (Recovery of money/property - 542 turnover of property), and 12 (Recovery of money/property - 547 preference). At the bottom are "Run Query" and "Clear" buttons.

You may query the ECF database by:

- case number
- last name
- Social Security number
- Tax ID Number or Employer Identification Number

To Search by Case Number:

- If you know the case number, enter the number in the Case Number field (formatted xx-xxxxx) and click the {Find This Case} button. Then click the {Run Query} button. ECF displays the Query screen.

To Search by Name:

Enter the last name of the person in the Last/Business Name field. At least two letters are required unless the person whose name is being searched has a single-character last name, in which case only exact matches are returned. If the individual is a party to more than one case, ECF will display a screen listing all of the party's cases. Click the case number and ECF displays the query screen.

Query Screen:



Alias - Displays aliases for debtor or joint debtor.

Associated Cases – Displays associated cases and other filings by the same debtor(s).

Attorney - Displays information for attorney who represents parties to the case.

Case File Location – S.D. Miss. Bankruptcy does not currently use this option.

Case Summary - Displays case-specific information. (i.e., office location, pending status, date filed, trustee, and attorney)

Creditor - Allows for query by Creditor type. Do not use this list for noticing. Use the “List of Creditors” option for noticing purposes.

Deadlines/Schedule - Displays a list of deadlines for the case. You may sort by using different fields.

Docket Report - You may select a date range for your docketing report (filed or entered), as well as a range of document numbers. If you leave the date range fields blank, ECF will default to the entire docket report. After you have selected the parameters for your report, click the [Run Report] button. ECF will run your custom docket report and display it in a window. Click the document number to view the associated PDF.

Filers - This query lists all filers in the case. Click a filer's name to display a list of documents filed by that filer. Click the Doc. No. to view the associated PDF. Click the silver ball to display “Docket Information and Related Docket Entries.”

History/Documents - This selection queries the database for case event history. You may search by all events (history) or by only events with documents.

- Searching by “all events (history)” will display the entire history report of entries on the docket.
- Searching by “only events with documents” will only display events with a document attached.
- Checking the box “Display docket text”, displays the entries and associated docket text.

After making your selections, click [Run Query]. To view the PDF document, click the “Doc. No.” hyperlink.

Notice of Bankruptcy Case Filing - Displays the Notice of Bankruptcy Case Filing, commonly referred to as the “Automatic Stay.”

Party - Displays parties to the case and the name of each party's attorney.

Related Transactions - Make your selections from the following:

- date range for filed documents (if no date entered, all documents will be listed);
- document number range (if no document number range entered, all documents will be listed);
- type of document from the drop down list (if no type of document selected, all documents will be listed);
- pending or terminated documents sorted by:

filed date;
entered date;
document number

Status - Displays a list of pending or terminated status.

Trustee - Displays the case trustee's information.

View Document - Allows you to view a document or search by a specific document number. If the document number does not contain a PDF, information will not be displayed.

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006 were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

List of Creditors - Displays the name and address of the parties listed on the mailing matrix. **This query should be used for noticing purposes.**

Section 6

Reports

The Reports feature of ECF provides access to the Claims Register. After the user selects the Reports feature from the ECF Menu bar, the Reports screen is displayed.

When you click Reports, the PACER screen will appear. Enter your PACER login and password. You may now run the Claims Register.

Claims Register - The claims register report provides a list of proofs of claims in a case. Chapter 12 and Chapter 13 proofs of claims filed prior to June 1, 2006, were filed with the case trustee therefore may be unavailable for viewing in the ECF system.

Section 7

Utilities

Note: The utility options will differ if you are logged in ECF or PACER.

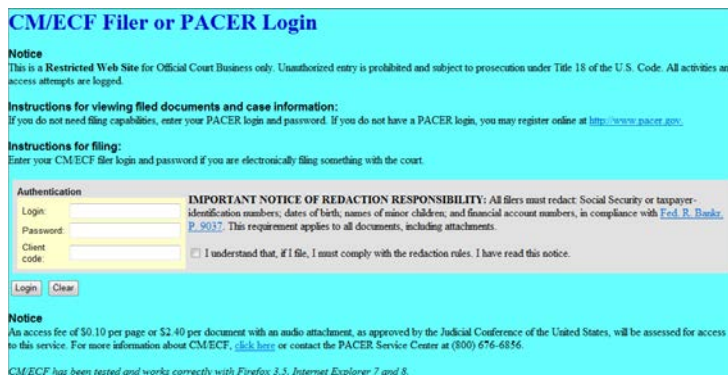
Change Your ECF Password

Password Requirements:

- minimum of eight characters;
- minimum of one lower case character (a-z);
- minimum of one upper case character (A-Z);
- minimum of one numeric or special character (1-9, or !@#\$%^&*() +_-=) ;

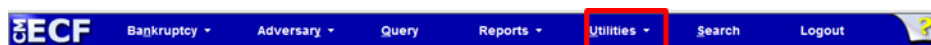
Note: The character order is not relevant.

Step 1 Login into CM/ECF. See [Section 2](#)

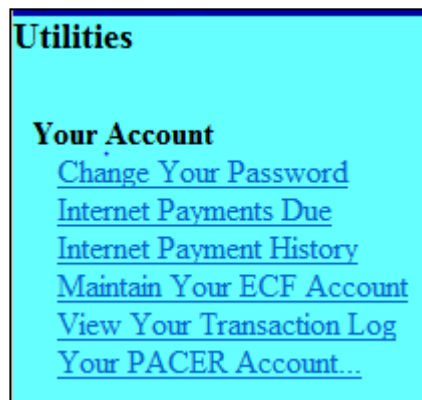


The image shows the CM/ECF Filer or PACER Login page. It has a blue header with the title "CM/ECF Filer or PACER Login". Below the header is a "Notice" section with text about restricted access. There are two main sections: "Instructions for viewing filed documents and case information" and "Instructions for filing". The "Instructions for filing" section contains a login form with fields for "Login:", "Password:", and "Client code:". To the right of the form is an "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY" section. Below the form are "Login" and "Clear" buttons. At the bottom, there is another "Notice" section about access fees and a footer line stating "CM/ECF has been tested and works correctly with Firefox 3.5, Internet Explorer 7 and 8."

Step 2 Click, "Utilities" from the main menu bar



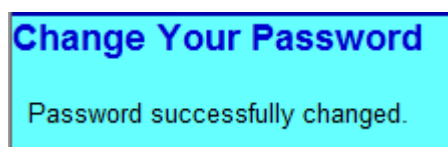
Step 3 Click, **Change Your Password**



Enter a new password based on the requirements defined in "Password Requirements." Click **Submit**

A screenshot of the 'Change Your Password' form. The form has a title 'Change Your Password' in bold black text. Below the title, there is a 'Login' field with the text 'cmdrouen' entered. Below the login field, there is a paragraph of text: 'Passwords must have at least 8 characters, both uppercase and lowercase letters, and at least one digit or special character (e.g., @,%,&).' Below this text, there are two input fields: 'New password' and 'Re-enter new password'. Below the input fields, there are two buttons: 'Submit' and 'Clear'.

Step 4 A screen will appear confirming your password was changed



Maintain Your ECF Account

The initial screen displays the user's basic demographic information such as name, address, etc.

Maintain User Account

Last name: Derouen First name: Collette

Middle name: Generation:

Title: Type aty:

Office:

Address 1: P.O. Box 123

Address 2:

Address 3:

City: Biloxi State: MS Zip: 39535

Country: County: HARRISON-MS (28047)

Phone: Fax:

SSN / ITIN: Tax ID / EIN:

Bar ID: Bar status: Mail group:

Initials cmd: DOB: AO code: Person end date:

Email information... More user information...

Submit Clear

“Email information” is a utility option used to maintain the registered user's email address of record. ECF registered Users are required to maintain a primary email address.

ECF Bankruptcy Adversary Query Reports Utilities Search Logout

Email information for Limited Filer Nineteen

Primary email address: xxxxxx_xxxxxxxxxx@gmail.com Reenter primary email address: xxxxxx_xxxxxxxxxx@gmail.com

Secondary email address: Reenter secondary email address:

Send the notices specified below

☐ to my primary email address

☐ to the secondary addresses

☐ Send notices in cases in which I am involved

☐ Send notices in these additional cases

☐ Send notices for adversary proceedings in which I am directly involved and for their related bankruptcy cases

☐ Send notices for adversary proceedings in which I am directly involved but not for their related bankruptcy cases

You may receive notices for some bankruptcy cases if it is required by the Clerk of Court.

☐ Send a notice for each filing

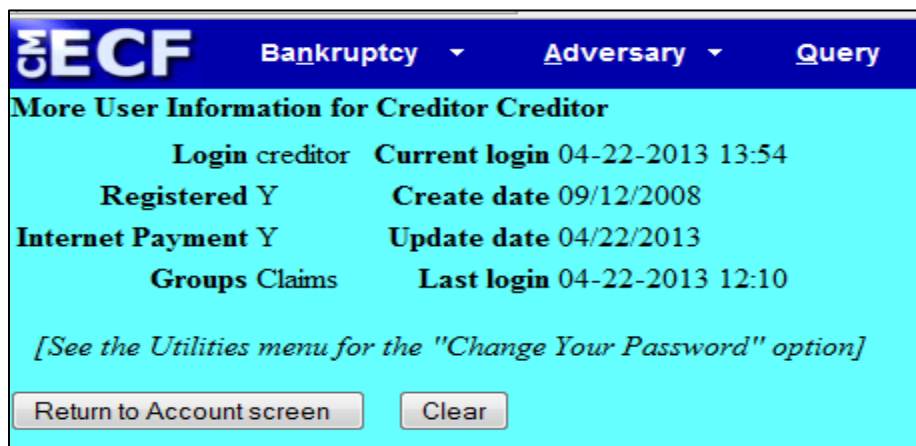
☐ Send a Daily Summary Report

Format notices ☐ HTML ☐ Text

Return to Account screen Clear

Note: Notices of Electronic Filing (NEF's) notification option is not available to ECF limited users.

“**More User Information**” displays basic user information.



The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy, Adversary, and Query. The main content area has a light blue background and is titled "More User Information for Creditor Creditor". It displays the following information:

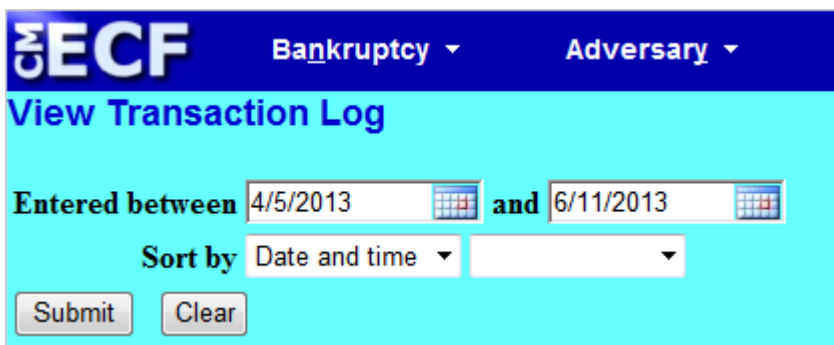
Login creditor	Current login 04-22-2013 13:54
Registered Y	Create date 09/12/2008
Internet Payment Y	Update date 04/22/2013
Groups Claims	Last login 04-22-2013 12:10

Below the table, there is a note: *[See the Utilities menu for the "Change Your Password" option]*. At the bottom, there are two buttons: "Return to Account screen" and "Clear".

Select **Submit** on the “**Maintain User Account**” screen to save changes to your ECF account information.

[View Your Transaction Log](#)

The Transaction Log displays transactions made with your ECF account for a specific calendar period. The information may be sorted by date and time or by case number.



The screenshot shows the ECF interface with a blue header bar containing the ECF logo and navigation links: Bankruptcy and Adversary. The main content area has a light blue background and is titled "View Transaction Log". It displays the following information:

Entered between and

Sort by

At the bottom, there are two buttons: "Submit" and "Clear".